

Virginia Department of Education
21st Century Community Learning Centers (CCLC) Grant

Step By Step Instruction on The
2015-2016 *Request For
Proposals* Application

March 2015

**Virginia Department of Education
Title IV-B 21st Century Community Learning Centers (CCLC) Grant
Technical Assistance Workshops**

AGENDA

8:30 a.m. Registration

Please initial next to your name on the list at the entrance of the session room and pick up one set of handouts

9:00 a.m. Overview of Virginia's 21st Century Community Learning Centers Grant Program

9:15 a.m. Changes to the 2015-2016 Application Documents

9:45 a.m. Review of 2015-2016 *Guidelines, Instructions, and Assurance Document*

10:30 a.m. RFP Application Instructions

The 2015-2016 Request For Proposals Application

- Competitive Application Process and Timeline
- Resources for Out-of-School Time Programs
- Competitive Priority Points
- Sections of the Excel RFP Application
 - Cover Pages and Abstract
 - Program Narrative
 - Section 1: Need for Services
 - Section 2: Program Design/Services
 - Section 3: Management Plan/Budget
 - Section 4: Evaluation
 - Budget Narrative/Summary Sheets
 - Collaboration and Partnership Information Sheet(s)
 - Attachment A – Statement of Partners' Participation and Support

11:00 a.m. Break

11:15 a.m. RFP Application Instructions (Continued)

12:30 p.m. Working Lunch

Communicating a Successful Proposal: Peer Reviewer Perspectives

1:45 p.m. Questions and Answers

2015-2016 Competitive Application Process Timeline

Activity	Deadline
Superintendents memo announcement	February 6
Technical assistance workshops	March
Deadline to submit	April 10
Peer review concluded	May 22
VDOE review/notification of grant awards	August 2015

Web Page Link

http://www.doe.virginia.gov/federal_programs/esea/title4/part_b/index.shtml

VDOE Home
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TITLE IV
TITLE IV: 21ST CENTURY SCHOOLS

The 21st Century Community Learning Centers (Title IV, Part B) program supports the creation of opportunities for academic enrichment during non-school hours for children, particularly students who attend high-poverty and low-performing schools. The program helps students meet state and local standards in core academic subjects, such as reading and mathematics; offers students enrichment activities that complement regular academic programs; and offers literacy and other educational services to the families of participating children.

VDOE funds, through a competitive process, projects that provide significant expanded learning opportunities for children and youth, and that will assist students to meet or exceed state and local standards in core academic subjects.

[Expand All](#) | [Collapse All](#)

Application Process

Applying for A New Grant | Continuation Application

All 21st CCLC grants are awarded on a competitive basis. VDOE will give priority to applications that meet any or all of the following criteria:

- Joint applications between at least one school division and at least one public or private community organization;
- Propose to serve students in schools that either are Priority Schools, Conditionally Accredited Reconstituted or Accreditation Denied for the current school year;
- Proposals to serve students in middle or high schools; or
- Proposals to serve students who attend schools with free and reduced-price lunch eligibility of 75 percent or greater.

Grant Application Resources:

- [Request for Proposals \(RFP\) for 21st Century Community Learning Centers Competitive Grant Program](#) – Superintendent's Memo 034-14
- [Application Guidelines, Instructions and Assurances](#) (PDF)
- [Application](#) (XLS)
- [Virginia schools with a 40% or higher free and reduced price eligibility, by school division](#) (PDF)

RFP Technical Assistance Workshops – held February and March 2014

RFP Technical Assistance Workshop Materials:

- [Workshop details and registration form](#) (Word)
- [RFP Technical Assistance Workshop Agenda](#) (PDF)
- [Application Instructions Step-by-Step](#) (PDF)
- [2014-2015 RFP Revisions](#) (PDF)
- [Writing a High Quality Proposal](#) (PDF)
- [Question and Answers](#) (PDF)

Grantee Information

Federal Programs
ELEMENTARY & SECONDARY EDUCATION ACT (ESEA)
MAIN MENU
ESEA Flexibility
Title I: Improving the Academic Achievement of the Disadvantaged
Title II: Preparing, Training & Recruiting High Quality Teachers & Principals
Title III: Language Instruction for Limited English Proficient & Immigrant Students
Title IV: 21st Century Schools
Title V: Promoting Informed Parental Choice & Innovative Programs
Title VI: Flexibility & Accountability
Title VII: Indian, Native Hawaiian & Alaska Native Education
Title VIII: Impact Aid Program
Title IX: Equitable Services to Private Schools
Title X, Part C: Homeless Education
Federal Program Monitoring for ESEA
Resources:
Technical Assistance for Program Coordinators
Applications for Federal Funds
State Implementation Documents
You May Also Be Interested In:
Data Collection for Federal Programs
Virginia Board of Education's Consolidated State Application Accountability Workbook (PDF)

Guidelines, Instructions, and Assurances

GUIDELINES

Pages 2 through 11

- Purpose, application submission, # of awards and period
- Eligible applicants, review of proposals, students and families served, authorized activities, implementation, location(s)
- Annual continuation application, principles of effectiveness, scientifically-based research
- Priorities ~ absolute and competitive (pp 9-10)
- Goal, Objectives, and Performance indicators

Guidelines, Instructions, and Assurances

INSTRUCTIONS

Pages 12 through 16

- Cover pages (Excel pp 1-3)
- A. Program abstract (Excel pp 4)
- B. Program narrative (Excel pp 5-19)
 - Need for services
 - Project design/services
 - Management Plan/Budget
 - Evaluation ~ covered in detail later in session

Guidelines, Instructions, and Assurances

INSTRUCTIONS

Pages 16 through 18

- C. Budget narrative (Excel pp 20-26)
- D. Three-year budget summary (Excel pg 27)
- E. Afterschool activity template (Excel pg 28)
- F. Collaboration and partnership information (Excel pg 29)
- Attachment A (pg 30)

Guidelines, Instructions, and Assurances

INSTRUCTIONS

- Miscellaneous Information ~ pages 18-23
 - Instructions for printing (pg 18)
 - Grant application submission standards/format (pg 19)
 - Mail/hand delivery instructions (pg 20)
 - Additional Information ~ Q and A, links to resources (pp 21-22)
 - Grant application checklist (pg 23)

Guidelines, Instructions, and Assurances

ASSURANCES

Appendices (pp 24-35)

- Appendix A ~ Assurances (pp 25-26)
- Appendix B ~ Expenditure Accounts Descriptions (pg 27)
- Appendix C ~ Public Law 107-110 Part B (pp 28-34)
- Appendix D ~ Non-Regulatory Guidance (excerpts), including Q and A (pp 35-37)

Sections of the *Application* (Excel Workbook)

- A. Cover Pages and Program Abstract (pp. 1-3)
- B. Program Narrative ~ Sections 1 and 2
 - 1. Need for services (pp. 5-6)
 - 2. Project design/services (pp. 7-10)
- C. Management plan/budget (pp. 11-17)
- D. Evaluation (pp. 18-19)
- E. Budget Narrative (pp. 20-26)
- F. Three-Year Budget Summary (pg. 27)
- G. Collaboration and Partnership Information (pp. 28-29)
- H. Attachment A ~ Statement of Partners' Participation and Support (pg. 30)

Cover Pages

- Applicant information (yellow section), definition of applicant (fiscal agent)
- Signatures
- Co-applicant (green section); co-applicant cannot be an entity within the applicant's organization
- Check box for middle school, high school, or combined school
- School(s) to be served - grade level(s), accreditation/AYP status, Free and reduced priced meals eligibility, previously awarded a grant
- Number of students to be served
- Number of program sites/locations/centers
- Specific sites and addresses where project is offered
- Number of family members to be served
- Fees charged
- Date program begins (**must be within 30 calendar days of award notification or start of school year**, whichever is later)
- Total amount of grant funds requested
 - Error checks throughout ~ cover pages, budget summary
 - Application should be free of any error messages from edit checks
- Program activities to be offered (check all that apply). Carefully read pg 5 of the instructions.

Program Abstract

- Summarize key elements and overall purpose of the proposed 21st CCLC program
- Page numbering
 - As each sheet as viewed, page numbering will be separate
 - When printed as workbook, entire application will be numbered from page 1 through 30

Program Narrative Notes

Budget Narrative Sheet Example

1000 (Object Code) Personnel Services				
Teachers				
Description	Unit	Amount (\$)	Number	Total
Reading tutors	Each	3,000	4	12,000
Mathematics remediation teachers	Each	4,000	2	8,000
Recreation aids (4 @ 10 hrs/wk for 30 weeks)	Per hr	10	1200	12,000
Subtotal Teachers				32,000

1000 (Object Code) Personnel Services				
Other				
Description	Unit	Amount	Number	Total
Bus aides	Each	800	5	4,000
Homework assistance aids	Each	2,000	7	14,000
Subtotal Other				18,000

Budget Narrative Sheet Example

3000 (Object Code) Purchased Services				
Description	Unit	Amount (\$)	Number	Total
GED Instructor (1 teacher x 31 weeks x 5 hrs x \$24/hr.	Per hr	24	155	3,720
GED Testing Fee (\$50/student x 25 students)	Each	50	25	1,250
Subtotal Teachers				4,970

4000 (Object Code) Internal Services				
Description	Unit	Amount (\$)	Number	Total
Field Trip Transportation (1/mo x 9 mo; 1 bus @ \$75)	Per mo	75	9	675
Summer Field Trip Transportation (2/week x 3 weeks; 1 bus @ \$75)	Per mo	75	6	450
Subtotal Other				1,125

Budget Narrative Notes

Budget Summary Notes

Additional Notes

Additional Questions?

Good Luck!!

Marsha M Granderson
Marsha.Granderson@doe.virginia.gov
(804) 786-1993

Virginia Department of Education
Office of Program Administration and Accountability
P. O. Box 2120
Richmond, Virginia 23218-2120